# STATE OF INDIANA

## Trip Manager Codes for all other Travel

If an Agency is utilizing PeopleSoft for out-of-state approval, the approval code will automatically be generated after the review and authorization from the Travel Department of the Indiana Department of Administration. This code will be posted in Trip Manager by the Agency when airfare is purchased.

If an Agency submits paper out-of-state authorization forms, the approval code will be e-mailed to the Agency contact from the Travel Department of the Indiana Department of Administration at the same time as approval is sent. This code will be posted in Trip Manager by the Agency when airfare is purchased.